CATALOGUE

OF THE

PORTLAND BUSINESS COLLEGE,

Portland, Oregon.

L. A. Wesco, Secretary.

P. P. Armstrong, Principal.

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1866.

TWENTY-SECOND ANNUAL CATALOGUE

OF THE

1888.

PORTLAND ✻ BUSINESS ✻ COLLEGE,

PORTLAND, OREGON.

J. A. WESCO, Secretary.

A. P. ARMSTRONG, Principal.

A. ANDERSON & CO., PRINTERS, PORTLAND.

INTRODUCTORY.

THIS catalogue is sent out for the purpose of calling attention to the facilities of the PORTLAND BUSINESS COLLEGE for qualifying young and middle-aged men and women for practical life. The proprietor gratefully acknowledges the liberal patronage bestowed on the school, and recognizes in it evidence that the superior advantages offered to persons who desire to obtain a business education in the shortest time consistent with thorough work, and at the least expense, are fully appreciated by a discriminating public. In addition to the merit of our courses of study, the untiring efforts of our teachers for the advancement of all students and the liberal use of means in providing everything required properly and practically to demonstrate the special work in hand, we have to thank many warm friends among the business men of Portland for this result, and for their hearty co-operation with us in building up an institution second to none of its kind on the coast.

Our school commands the respect and confidence of the entire community, both at home and abroad, without which no institution can prosper. We have a larger annual attendance than all other commercial and business colleges of the Northwest combined, and are proud to be able to state that the school has long been recognized by leading educators and business men in all parts of the country as standing at the head of all similar institutions on the coast.

A feature to which we wish here to call special attention is the provision for individual instruction, by which all students who wish it have the privilege of pursuing their studies privately, without joining any class. By this plan students whose opportunities for education have been limited are not subjected to the embarrassment of being placed in class with children. Nor can the more energetic and industrious be kept back in their work by lack of application on the part of others.

Persons who contemplate investing time and money in anything are entitled to all information obtainable that may in any manner have a bearing on the matter under advisement. Hence, we invite all who think of attending a business college, as well as the general public, to examine, at any time, into the merits of the claims of the PORTLAND BUSINESS COLLEGE for preference, as set forth in this catalogue. We promise to labor constantly for the rapid and permanent advancement of those who may join us. And, where students are willing to work hard and faithfully for their own welfare, we believe the result in every instance will be entirely satisfactory to all parties concerned. We are certain that no former student of the school can be found who regrets the time and money invested here.

Portland Business College,

SECOND AND YAMHILL STREETS,

PORTLAND, OREGON.

An Institution designed for the Practical Education of the Young and Middle-Aged of both sexes.

In successful operation since 1866; patronized from all sections; indorsed by business men and leading educators.

THE MOST PERFECTLY EQUIPPED SCHOOL

of its class on the Coast; it educates for every-day life in shorter time and at less expense than any other character of school.

A LARGER ANNUAL ATTENDANCE

both from home and abroad, than all other similar institutions of the Northwest combined.

A. P. ARMSTRONG,
[A teacher of sixteen years' experience,]
Principal.
Superintendent of Course of Studies and Business Manager,
In charge of Business Practice Department.

J. A. WESCO,
[A teacher of twelve years' experience,]
Secretary.
Teacher of Plain and Ornamental Penmanship.

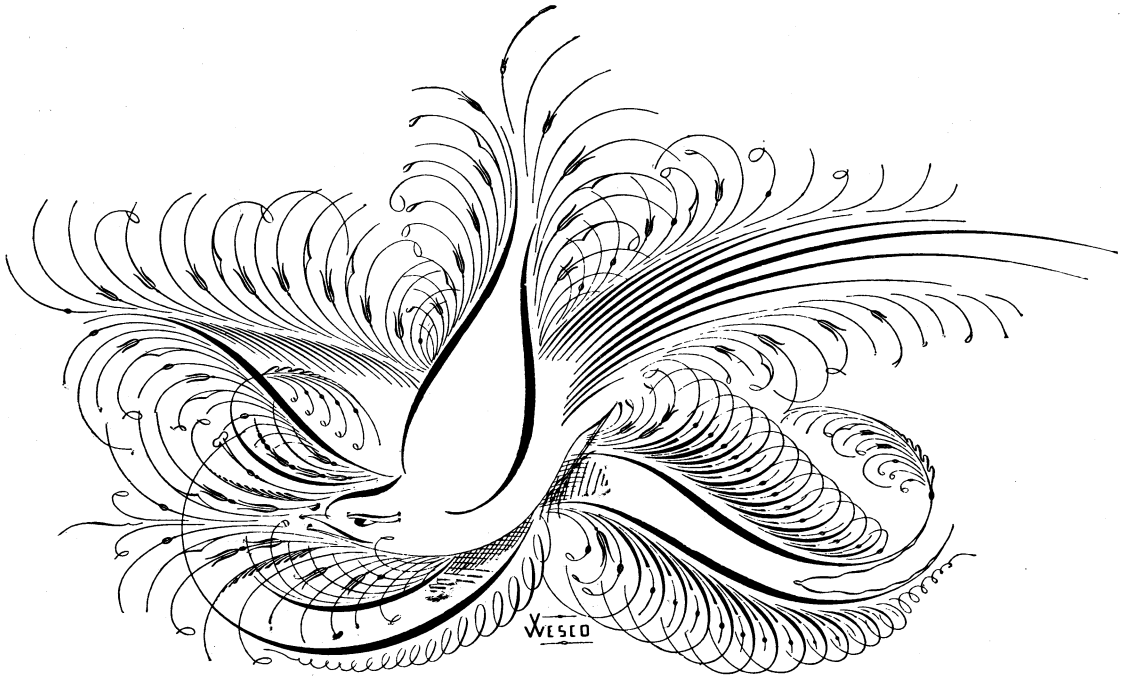
H. W. HERRON,
[A teacher of twelve years' experience,]
In charge of Theoretical and Practical Department.

D. M. DONAUGH,
[A teacher of eight years' experience,]
In charge of Common School Department.

MRS. L. BRONSON,
[A teacher of three years' experience,]
In charge of Shorthand and Typewriting Department.

RICHARD H. THORNTON,
[Principal Law Department University of Oregon,]
Lecturer on Commercial Law.

MISS CORA B. CROSSLEY.
[Graduate of the Portland Business College,]
Assistant to the Principal.


WESCO

Catalogue of the Portland Business College

COURSE OF STUDIES

—OF THE—

BUSINESS DEPARTMENT.

The branches constituting the regular Business Course are single and double entry bookkeeping, as applied to Banking, Railroading, Steamboating, Wholesale and Retail Merchandising, Manufacturing, Commission, Jobbing, Farm accounts, Joint Stock Accounts, etc., Changing Books from Single to Double Entry, Business Arithmetic, Practical Grammar, Plain Writing, Letter Writing, Spelling, Business and Office Practice, Exchange, Partnership Settlements, Writing entire and Filling Blanks for Promissory Note, Receipt, Due Bill, Sight and Time Drafts, Bank Check, etc., etc. These branches are all included in the scholarship, and are taught in the most thorough manner by competent and experienced teachers. A first-class practical education is guaranteed to all who complete the course.

COURSE OF STUDIES

—OF THE—

COMMON SCHOOL DEPARTMENT.

This department of our school is in charge of an experienced male teacher, whose entire time is devoted to it. Private or class instruction is given in the various branches taught in the public schools of the state—Reading, Writing, Spelling, Arithmetic, Grammar, History, Correspondence, Physiology, Geography, Philosophy, Composition, etc., etc. Our Common School Department offers many advantages to persons who prefer to patronize a private school, where stress may be laid on any particular study.

COURSE OF STUDIES

—OF THE—

SHORTHAND DEPARTMENT.

The course of studies in this department includes instruction in Shorthand, Typewriting, Penmanship, Correspondence, Manifolding, Letter Copying, Business Forms, Legal Forms and all branches taught in the Common School Department.

RATES OF TUITION

—IN THE—

BUSINESS DEPARTMENT.

Scholarship, valid for two years, Gentlemen	$60 00
" " Ladies.	40.00
Plain Writing, one month	7.00
" " two months	12.00
" " three months	15.00
Fee for Diploma	5.00

☞Holders of scholarships are entitled to instruction in all branches taught in the Common School Department, in addition to the Business Course. The rates given above for plain writing are for the information of those who may wish instruction in that branch only.

RATES OF TUITION

—IN THE—

COMMON SCHOOL DEPARTMENT

One month	$10.00
Two months	15.00
Three months	20.00
Six months	30.00

☞Should any student of the Common School Department desire to take up the Business Course before, or immediately after, completing the work of this Department, one-half the tuition already paid will be applied on a scholarship for the Business Course.

RATES OF TUITION

—IN THE—

SHORTHAND DEPARTMENT.

Complete Course in this department alone	$40.00
" " to students of the Business Department	25.00

CHEAP TUITION.

AN article offered simply because it is cheap is too dear to be had at any price, and should be let alone. Even school managers whose strongest points have hitherto been cheap tuition are beginning to realize this and to seek some other way to secure patronage. And thus far a "combined course" seems to be their favorite method.

The leading schools of the country are year by year adding to the studies taught, and at the same time making a corresponding increase of tuition rates. This is commendable and at the same time equitable. Some, however, offer a "combined course," giving instruction in every study that may be called for, at nominal cost. In other words, cheap tuition, consequently poor instruction.

Persons who contemplate attending school should not be satisfied with other than the best within reach. Cheap tuition, or a "combined course," ought not to enter into the calculation at all. The best instruction that can be had is none too good. Never select a school because tuition is cheap, or because you have the privilege of studying an unlimited number of branches without extra payment. The result can not be satisfactory in either case, and may be discouragement from which you will never recover sufficiently to persevere until success crowns your efforts.

TO COMPLETE THE COURSE AT THE LEAST EXPENSE.

TO the present time but little has been said, in our annual catalogues, in relation to students' boarding themselves while attending our school. This plan is common in the different literary schools of the State, and enables many students to acquire an education when they could not otherwise, on account of the expense of boarding. An unfurnished room, within a half or three-quarters of a mile of the College, can be rented for $4.00 to $6.00 per month. By bringing bedclothes from home, the room can be comfortably fitted up for $15.00 to $20.00, or less, and thereafter the weekly living expenses, all told, need not exceed $2.00 or $2.50. And after the furniture is no longer of any use, it can generally be sold for about one-half its original cost. But little cooking need be done. All kinds of provisions, nicely cooked, ready for immediate use without further preparation, can be purchased at any grocery store. During the year just closed, the living expenses of several students were but $2.00 per week each, including rent of room, and the records of the school will show that they were among the most successful in attendance. This plan is specially adapted to clubs of two or more, and where all are studious, the mutual advantage during home-study is, itself, worthy of consideration. By thus economizing, anyone who earnestly desires an education can obtain it. The cost is trifling and sufficient money can be earned in a single season to meet the expenses of the whole course.

Those who think of boarding themselves should write us before leaving home, stating, as nearly as possible, the day on which they will reach Portland. This will enable us to have in readiness a list of rooms offered for rent from which a selection can be made immediately after arrival, thus reducing to the lowest figure the hotel bill that will necessarily be incurred during the time required for definitely engaging and furnishing a room.

THE PENWORK IN THIS CATALOGUE.

All pen work appearing in this catalogue was photo-engraved from pen and ink copy prepared by Professor Wesco, and is therefore a fac-simile of his work. This work is shown that the public may be the better able to judge of the merits of our Penmanship Department. Professor Wesco is without a peer on the Coast. All work coming from his pen will bear a critical examination, which we earnestly invite.

First-class work only has been the rule of this institution for many years, which has made it standard authority throughout the Northwest on all matters pertaining to penmanship.

We claim an excellence for our Penmanship Department in flourishing, lettering, card writing, pen drawing and all kinds of ornamental work not equaled by any other school on the Pacific Coast. Students in the Business Course, however, are instructed in plain writing only, and are not permitted to practice any kind of ornamental work. Those preparing for the duties of a professional penman may study ornamental penmanship to advantage; but for business purposes nothing but plain writing is needed, and the plainer it is the better.

YOUNG MAN,

What are you doing?

What can you do thoroughly and well?

What service can you render in exchange for a good salary?

Are you a neat and rapid penman?

Are you quick and accurate in business calculations?

Are you gaining ground and securing an independence?

Are you satisfied with your present position in the business world?

Are you qualified to discharge the duties of a better position than you now have?

Are you able to write a promissory note, a receipt, a draft, a due bill?

Do you desire promotion?

Do you think your present knowledge of business entitles you to promotion?

Do you know that when out of employment you can not successfully compete with others, unless equal or superior to them in practical business attainments?

Do you thoroughly understand single and double entry bookkeeping, as applied to the various departments of business in the commercial world of to-day?

Do you expect to secure a desirable position unless properly qualified?

Can you take charge of a set of books and keep them correctly?

Can you take off a trial balance, make out a loss and gain statement, and balance sheet?

Can you close the ledger?

Can you change books from single to double entry?

Can you compose a business letter that is satisfactory to yourself, arrange and punctuate it correctly, and fold it properly?

Can you address the envelope in a plain business hand, and arrange the address as it should be?

Have you ever lost an opportunity of securing a good-paying situation by not being qualified to accept it?

If you can not answer these questions in the affirmative at the present time, you should prepare yourself to do so with the least possible delay.

GOOD DISCIPLINE.

DISCIPLINE is of the greatest importance in the management of a school. No matter how thorough the course of study, or how efficient the teachers, without good discipline the work of the school is without avail. Good discipline forms habits of care, industry, perseverance, and promptness, so essential to success in after life. Poor discipline swells the ranks of that unreliable class who are of no account in any capacity. We strive to have all students feel that in us they have faithful teachers and true friends who will aid them in every possible way, and we do not intend that any student shall come to us with good habits and principles and leave us with those habits and principles tarnished. We require all students to be punctual and regular in attendance and faithful in application to study. No business education is of any value without correct business habits. Those only will succeed who are honest, studious, persevering and industrious, and these qualities we endeavor to inculcate.

Visiting and Wedding Cards

written by

J. A. Wesco.

B. N. Donaugh. C. P. Armstrong.

Richard H. Thornton.

Minnie Chapman. Annie Williams.

Rev. H. B. Woodward. A. Herman, L. L. C.

GENERAL INFORMATION

—REGARDING THE—

BUSINESS DEPARTMENT.

Particulars Concerning Time of Commencing, Graduation, Diplomas, Board, Situations. Etc., Etc., Etc.

The Business Course.

THE branches constituting the regular Business Course are single and double entry bookkeeping, as applied to banking, railroading, steamboating, wholesale and retail merchandising, manufacturing, commission, jobbing, farm accounts, etc., changing books from single to double entry, business arithmetic, practical grammar, plain writing, letter writing, spelling, business and office practice, exchange, partnership settlements, writing entire and filling blanks for promissory note, receipt, due bill, sight and time drafts, bank check, etc., etc. These branches are all included in the scholarship, and are taught in the most thorough manner by competent and experienced teachers. A first-class practical education is guaranteed to all who complete the course.

Time of Commencing.—In this school the year is not divided into terms, and there is no particular season that is better than another in which to begin. Students may enter at such times as are most convenient to themselves, whether in spring, summer, autumn or winter. Our office is open for the transaction of business every day in the year, except Sundays and legal holidays. School is in session five days and evenings in each week, during the entire year, without vacation. Students who wish it, however, may obtain any length of vacation desired, at any time, on application to the Principal.

Time for Completing the Course.—It is impossible to state definitely the time required for completing the course. The average is four to six months. Some graduate in less time than this, while others require more. Students are allowed to advance as rapidly as the different branches can be thoroughly mastered, but sufficient time must be devoted to the course to insure proficiency in all departments before a final examination will be granted. Anyone holding a scholarship may spend as much time in the institution as may be necessary to complete the course, not exceeding two years, without further payment of tuition. A student who has a good general education on entering the school will of course be able to graduate in less time than will be required for one whose education is more limited. No one should hesitate to join us, however, on account of a meager education and consequent dread of embarrassment by being placed in class with children. Each student has the privilege of pursuing his studies without reciting in any class, receiving pri-

vate instruction at his desk whenever it is needed. In this way any student may become proficient in all branches taught without exposing the lack of an early education. and may graduate with as high honors as others by devoting more time to the course.

Graduates.—Graduates from this school are employed in most of the banks, insurance and railroad offices and business houses of this city, and are also to be found in responsible positions in all sections of the Pacific Northwest. That they retain their several positions is proof of the satisfaction of their employers with the services rendered. We refer to each one, wherever found, as an example of the success that may be achieved by any determined young man or woman when abreast of the times in practical business attainments.

Diplomas.—A diploma is awarded to each student who completes the full Business Course or course in Shorthand and Typewriting, and passes a satisfactory final examination, if regular and punctual in attendance and correct in deportment while attending the school. To be appreciated, a diploma must be fairly earned by hard work, and such testimonial from this school will not be given to anyone who is not justly entitled to it. The final examination contains a review of all branches of the course taken, and a student must be proficient in each to obtain the per cent. required for graduation.

Ladies' Department.—Ladies pursue the same course of studies as gentlemen, have the same amount of office and bank practice, and are governed by the same rules and regulations regarding examinations, promotions, etc. Tuition to them for the Business Course is but $40.00, a reduction of $20.00 from our regular rates. We invite any lady who thinks of fitting herself for a position among the business men and women of our country, to visit our school at any time and examine into the merits of our courses of study.

Board.—We can at any time obtain board for students, with room, in private families, for $5.00 to $6.00 per week, or $20.00 to $25.00 per month, and will gladly assist those who may desire aid in this matter in securing suitable boarding places. In some instances two students rent a sleeping-room together, sharing the expense equally, and board at a restaurant. In this way the cost of living can be reduced to less than the rates given above. And where two or more students club together and board themselves, as mentioned elsewhere, the weekly living expenses, all told, need not exceed $2.00 each.

Situations.—We do not promise situations to anyone, and will not under any circumstances. Persons who attend our school must come with a view of obtaining an education rather than a situation. Business men frequently apply to us for help, when we take pleasure in introducing and recommending such students as we deem best qualified for the work to be done. It is to our interest to place as many students as possible in desirable positions. For this reason, if for no other, we will never allow to go unimproved an opportunity of securing for a student a situation; but this statement must not be construed into a promise.

Qualifications for Entering.—The addition to our College of a Common School Department makes it possible for us now to admit

students of all degrees of advancement. Those who can not take up the Business Course will be put to work in the Common School Department until sufficiently advanced to begin with the former.

Examinations.—There are no examinations in any branch on entering. These take place previous to promotion from one department to the next higher, and at time of graduation. All examinations are conducted in writing.

Class and Individual Instruction.—There are at all times several classes in the different studies of the Common School Department which recite daily. Besides these, there are general class exercises and lessons in penmanship, letter writing, bookkeeping and other branches of the Business Course, in addition to which each student receives individual instruction in all studies pursued at such times as he may need it. No one is hurried through the course without understanding the work, nor is anyone prevented from advancing as rapidly as his ability and application will permit. Each does the best he can, with necessary attention and instruction from teachers, and each stands as entirely on his own merits here as he must do in the world at large.

Vacations.—There are no vacations of any kind during the year, except on legal holidays. During the winter holiday season school is dismissed on Christmas day and New Year's day only. Students who wish to return home during the holidays are excused for that purpose, and any length of vacation desired may be obtained at any time, on application to the Principal.

Many suppose that our school is not in session during the summer months. This impression is wrong, however, as school continues at all seasons, and students may enter in any month in the year.

Hours of Study.—The hours of study are from 9 till 12, from 1 till 4 and from 7 till 9 of each day—three sessions. Students in the Business Course may attend either session, or all of them, as may be arranged on entering; but the attendance must be punctual and regular.

Rates of Tuition.—Scholarship for the Business Course, good for two years from date of issue, to gentlemen, $60.00; the same to ladies, $40.00; plain writing, to either sex, one month, $7.00; two months, $12.00; three months, $15.00; fee for diploma, to either sex, $5.00. Students in the Business Course receive two daily lessons, of one hour each, in plain writing without extra cost. The rates given above for plain writing are for the information of any who may desire instruction in that branch only. Students are not received by the month or term for the Business Course.

The Total Cost.—Sufficient information is given in this catalogue to enable anyone to estimate the cost of attending our school for any length of time. The total cost of a four months' course need not exceed $175.00 and may be reduced to a much lower figure.

Evening Sessions.—Clerks, mechanics and others engaged during the day can complete the entire Business Course by attending evenings. Some of our most successful students are those who attend

evening sessions only. The instruction is the same in all respects as that given during the day. Evening sessions continue throughout the year.

Age of Students.—We have in attendance at all times students of both sexes, from fifteen years of age to forty.

Mail for Students.—Most students have their mail matter addressed in care of the College. All students who wish to do so can have mail thus addressed which will insure its prompt delivery.

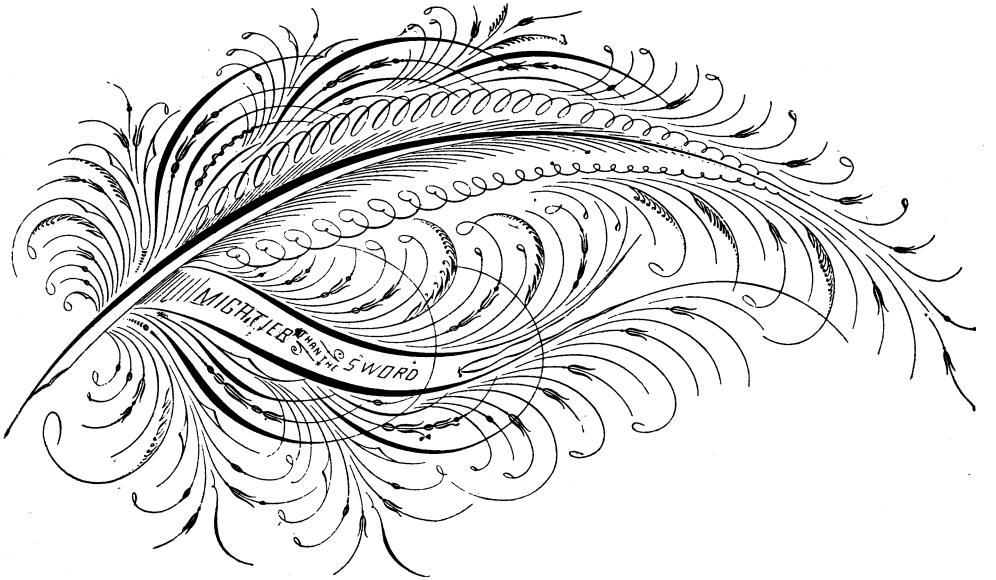
Safety of Money.—Students who bring money with them sufficient to meet all expenses of the course can, if they choose, deposit the same with the Principal, taking a receipt therefor, to be called for in such amounts as may be needed from time to time, and thus avoid all risk of loss from any cause.

Text Books.—We do not use text books in any branch of the Business Course, excepting in arithmetic. The text books used in the public schools of the State have, in the main, been adopted for the Common School Department Those who attend our school, however, come for the purpose of study, and should bring with them all books treating of bookkeeping, commercial law, letter writing, business forms and kindred topics that they may have on hand or can conveniently obtain. Such books can be studied to advantage outside of regular school hours.

Cost of Books and Stationery.—The cost of all books and stationery required for the course is from $7.00 to $9.00, of which $4.00 to $6.00 are paid for the books necessary for commencing. This procures red and black ink, cup and sponge, ruler, books, blanks, paper, envelopes, pens, pencils, pen-holders, bill-file, letter-book, pocket-book, etc., etc., of the best quality obtainable, and is but a slight advance on wholesale rates.

On Arriving in the City.—When students from a distance arrive in the city they should leave their baggage at the depot, retaining checks therefor, and come directly to the College. We have on file at all times a list of rooms offered for rent, and the names of several families where students can obtain board and lodging, and will take pleasure in aiding those who may desire our assistance in this matter in selecting suitable rooms or boarding places. After definitely arranging for a room, or for board and lodging, all baggage can be delivered by the College janitor without annoyance or inconvenience to anyone.

Further Information.—We aim to give full particulars about everything pertaining to our school in this catalogue. But no one should fail to write for additional information on any point not fully understood.


MIGHTIER THAN THE SWORD

HISTORY AND DESIGN OF THE SCHOOL.

IN November, 1866, this school issued its first scholarship, and admitted its first student. Since that time it has been in session day and evening throughout the year, without vacation. Thus we have a history extending over a period of twenty-two years. In that time the school has steadily grown, so that while one room afforded sufficient accommodation for its students at first, it is now found that the space afforded by the third floor of the building covering a quarter of a block gives us no room to spare.

The course of studies has undergone many changes, also. From a few studies taught at first, additions have been made year by year until instruction is now given in almost any branch called for. Thousands of dollars have been expended in bringing the school up to its present high standing of excellence, while the work done is almost beyond reckoning. As a result, however, its proprietor has the proud satisfaction of knowing that in all sections of the Pacific Northwest persons desirous of obtaining a practical education turn almost intuitively to the PORTLAND BUSINESS COLLEGE. Nor is the end yet. Looking over the past, it is impossible to say what great measure of success awaits the College in the future, already a pride of the city in which it is located.

The design of the school is to give to young and middle-aged men and women a thorough knowledge of business affairs, so that whatever may be their occupation they will be the better able to secure themselves the substantial fruits of their labor. To this end the institution is made a practical school of business, complete in all its appointments and offering advantages of the highest order in all its departments.

Universities and academies are educating their thousands, and public schools their tens of thousands. Public schools require supplemental work to make them complete and so, indeed, do universities and academies. The education received from such sources needs perfecting, by a knowledge of the method and means employed by men and women of business in the every-day affairs of life—the knowledge of dollars and cents and of business rights and requirements.

To persons seeking advancement in the world this school furnishes facilities for securing their promotion. During the past twenty-two years it has proved to hundreds a stepping stone to a competence. All who may be deficient in any of the branches which are here made specialties will find in this school the best opportunity for obtaining correct and practical instruction. It is not its design to impart a liberal education, but rather an education of universal application. To be able to make calculations rapidly and correctly, to write a good business letter, to keep a set of books neatly and accurately and to be familiar with business law and with the forms of papers which pass between men of business every day are valuable acquirements. Thus to qualify students is the design of the PORTLAND BUSINESS COLLEGE, and its proprietor believes that in the branches taught is offered the best instruction that can be had.

A BRIEF OUTLINE OF THE

SYSTEM OF BUSINESS TRAINING

COMBINING THEORY AND PRACTICE,

CONSTITUTING THE BUSINESS COURSE AS TAUGHT AND PRACTICED IN THE

PORTLAND BUSINESS COLLEGE.

The Course of Instruction and Business Training Embraces three Departments: Theoretical, Practical and Business Practice.

THEORETICAL DEPARTMENT.

The time required in this department varies from six to ten weeks, or longer, depending on the preparation before entering, and the natural ability and application of the student. The course of instruction includes penmanship, commercial arithmetic, theoretical bookkeeping, common school branches, lectures, etc., etc., etc.

PENMANSHIP.

However well every other branch in our course may be understood, such knowledge will be of little value, especially in obtaining employment, unless accompanied by a neat, legible and rapid handwriting. During the year many calls are received at the College for copyists, entry clerks, assistants, bookkeepers, etc., and applicants invariably want those only who write well.

Each student receives two daily lessons, of one hour each, in plain writing. Flourishing and unnecessary display are not permitted. Our object is to make of each student a good business writer and this we can do in every case where the student has the free use of a willing hand and arm—with greater facility in some instances than in others, as there are degrees of excellence in all human pursuits.

These daily exercises in penmanship continue throughout the course.

ARITHMETIC.

Skill and accuracy in computations lie at the foundation of success in practical accountantship. The demands of business require accuracy and speed in calculations. These facts are fully realized, and students are placed in the hands of none but experienced and competent teachers, that the best results may be secured in the shortest time. The subjects to which we give special attention are short methods of adding and multiplying, analysis, common and decimal fractions, compound numbers, percentage, commission and brokerage, account sales, profit and loss, interest, partial payments, discount, stock investments, insurance, taxes, duties, exchange, averaging accounts, partnership settlements, etc., etc. Recitations in arithmetic are held daily, besides which special instruction is given when it is needed to enable a student to make satisfactory advancement in this study.

BOOKKEEPING.

In this department the student is taken through from six to twelve sets of double entry books, and from three to five sets of single entry. The drill here is sufficient to make him acquainted

with all the leading features of the science of accounts. He learns how to make original entries, journalize and post, to open, conduct, and close a set of books, and in addition to this, has special drills in opening and closing books, making out trial balances, loss and gain statements, balance sheets, drawing business papers, etc.

After passing the examination on this part of the course, the student is promoted to the

PRACTICAL DEPARTMENT.

PENMANSHIP.

As already stated, each student receives daily instruction in practical business writing.

ARITHMETIC.

The study of arithmetic is continued in this department. In the next the knowledge acquired is applied to the solution of practical problems as they arise in the routine of business there transacted.

BOOKKEEPING.

Here the student is required to apply the general principles acquired in the Theoretical Department to the details of business. The subject is studied, not merely as a science, but as it is applied in the various methods of conducting books in actual life.

A second examination here takes place, previous to entering the

BUSINESS PRACTICE DEPARTMENT.

In this department the student first assumes the responsibiiity of conducting business on his own account, and undertakes to perform the duties of a business man. On entering the department, sufficient capital to conduct the business undertaken is supplied, consisting of neatly engraved notes of the College bank.

Here it is designed to afford a knowledge of the customs, habits and usages of the business world, and since everything connected with the department is a verity, it is impossible for one to pass through it without acquiring a greater amount and variety of useful practical knowledge than can be obtained by any other system of instruction, or in any business house, in thrice the time.

The student begins as a wholesale and retail merchant, opens his books, orders a stock of goods, opens an account with the bank, makes daily deposits, has notes discounted, etc., pays by means of checks, drafts, notes, or otherwise, and carries on an extensive trade precisely the same as any regular merchant. All dealings with the bank or individuals are conducted with the same degree of precision and accuracy here as if engaged in business in the commercial world of to-day.

The special advantages claimed for this department consist in the great variety of transactions illustrated, the number and character of books employed, short methods of record, the thorough drills and examinations, and the facility with which all work can be tested by the teacher in charge. And as the books of each student must correspond, so far as he is individually concerned, with the books of others in the department, he is constantly on the alert, since no mistake can be made without its being immediately detected. Thus not only is bookkeeping studied as a science, but books are

actually kept, original in every respect, and entirely independent of those of anyone else.

After becoming conversant with the style of record adopted for the first set in Business Practice the books are closed. The student may now take in a partner, and be thus prepared, through increase in capital and enlarged experience, to extend his business operations. He may engage in a general shipping, commission and wholesale business, buy and sell merchandise on private account and on account of others; buy and sell on joint account; receive and render account of sales; settle with his correspondents by remittance through the bank or otherwise, and in this manner become practically acquainted with the subjects of premium and discount.

The settlement of the affairs of the several sets in partnership requires exercise in equation, exchange, interest, discount, loss and gain, etc., etc. An account of stock is taken and the books are again closed; are re-opened in single entry, and a general wholesale and retail business carried on for some time, after which the books are changed to double entry and continued in the various styles until proficiency is attained in each.

Having completed the merchandising course, which may be carried to any extent, the student again closes his books, and is now prepared for some of the specialties of the department, and is ready to occupy a place in some office or bank. In these offices he is not working for himself, but is in the employ of the institution, and is required to do everything with the same degree of regularity, accuracy and dispatch, as if employed outside. He is accountable for all money, property and funds of every kind passing through his hands, which amounts to thousands of dollars. It is therefore readily seen that if able faithfully and properly to perform these duties, he must be qualified to fill a position with honor and credit when he leaves the College.

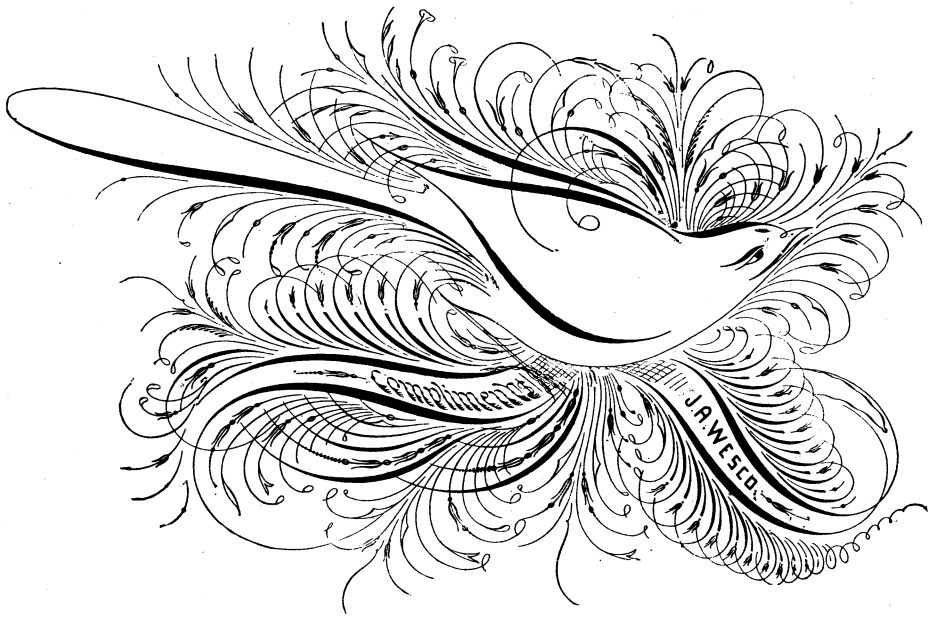
Each student is required to devote at least six weeks to this business practice. Many devote more than two months to it.

WHOLESALE MERCHANDISING.

This is the representative of the mercantile department of the institution. From this every student is supplied with his stock in trade. With it each one keeps a regular account and deals from time to time the same as retail merchants do with the wholesale houses from which they buy.

Students here enjoy unusual facilities for becoming familiar with the nature and management of business papers, since every form and species of commercial paper known to business is regularly dealt in with the same formality and exactness as is practiced among the merchants and bankers of any of our large commercial centers.

Every experienced business man can readily appreciate the value of such a system of training, since it alone can secure that degree of skill which will enable young men to succeed when they assume the duties which business imposes on them.


Compliments
J.A.WESCO.

OUR SCHOOL ROOMS.

OUR school-rooms, six in number, are located in Willamette Block, a three-story brick building, one hundred feet square, situated on the northeast corner of Second and Yamhill streets. They occupy all of the third floor, and were planned and arranged especially for our use when the block was built. The rooms are well lighted and thoroughly ventilated, and have a seating capacity sufficient to accommodate over two hundred students.

The furniture throughout was made especially for this school after designs of our own. The desks are unlike those to be found in any other school. Each contains book-divisions and shelves, so arranged as to enable the student to keep his books, papers, blanks, etc., filed about him in the same systematic order that is found necessary in any well regulated business office. The department for Banking and Wholesale Merchandising is fitted up with counters, drawers, desks, safe, counter-desks, copying press and such other office fixtures as are usually found in our leading banking or business houses.

The manager of this school believes that the surroundings of students have much to do with their progress, and will at all times spend money freely to provide for the comfort and convenience of patrons. The apartments now occupied by the school are much the largest, most conveniently arranged and completely furnished for business college purposes of any on the Pacific Coast, and are surpassed by none in the United States.

COME DETERMINED TO EXCEL.

We wish to advise all who decide to attend our school to come with a determination to learn well whatever is undertaken; to come determined to be the most thorough of any student in school, let it require a shorter or a longer period of time. No one should be satisfied with a partial understanding of the different branches of the course, or strive to reduce the time of attendance so much as to render constant hurry necessary. We do not object to anyone's completing the course in the shortest time possible; but occasionally a student is in too much haste to insure proficiency in the various branches pursued, without reviewing portions of the course a number of times. To such we extend this timely hint, intended for our mutual good, for nothing short of the very best work in all departments, and a perfect understanding of all studies taken up, will satisfy us.

VISITORS.

We shall be pleased to receive calls, at any time, from persons who wish to examine our facilities for imparting instruction, to learn what we teach, and how, or from those who feel an interest in the cause of education. Teachers throughout the Northwest, when in Portland, are especially invited to visit us. Our collection of plain and ornamental penmanship will prove of interest to many and is well worth seeing.

YOUNG MEN'S CHRISTIAN ASSOCIATION.

WE have made arrangements with the Secretary of the Young Men's Christian Association of this city whereby our students may obtain membership tickets in the Association at the following named rates, to-wit: membership for three months, $2.00; for six months, $3.00; for one year $5.00.

Members of the Association have free access to the reading rooms at any time, in which may be found papers from all sections of the country, books, magazines, etc. Members are also admitted free of charge to all lectures and entertainments given under the auspices of the Association, and are entitled to instruction and practice in the gymnasium at any time.

For several years past the Y. M. C. A. of this city has given the best course of miscellaneous lectures offered by any institution in Portland, while in the line of musical and literary entertainments the Association has at all times offered to the public the leading talent of the Northwest. The gymnasium is supplied with the most complete set of apparatus of all kinds to be found in the state, and the opportunity for physical training alone which it affords is worth to any young man more than the cost of membership. We hope to see all our young men become members of the Young Men's Christian Association. We believe such a step will result in good in many ways. Parents should advise their sons to become members of the Association on coming to Portlond to attend our school. Then there need be no uneasiness as to the manner in which their time will be spent, the company they will keep or the influence under which they will be placed either in school or out. For the combined efforts and oversight of the school and the Association for the moral, physical and mental welfare and prosperity of our students can but result in success and consequent satisfaction to all parties concerned.

TO BUSINESS MEN.

We have in attendance at all times ambitious, intelligent, wide-awake young men and women from all sections of the Northwest, and can usually supply, on short notice, reliable persons of either sex as bookkeepers, stenographers, typewriters, clerks, agents, copyists, etc., for either city or country. Those in need of help at any time are specially requested to call at the College to inspect its practical workings, examine the books kept by students in the Business Practice Department, and talk with some one whom we may recommend as competent properly to discharge the duties of any particular position. It is a well known fact that some of the best qualified and most successful accountants in Portland to-day were educated for business at this school, and all we ask is an investigation of what we claim. The school holds itself responsible for efficient and satisfactory work in all cases where help is furnished to persons who apply, and will not recommend those not properly qualified in every way under any circumstances. If not living in Portland, applicants may address the Principal, and their communications will receive prompt attention.

Catalogue of the Portland Business College.

A BUSINESS EDUCATION.

AT no time in the history of the world has a business education been more essential to success than at the present. Competition has grown fiercer every day until "The race of life has become intense; the runners are treading upon each others heels; woe to him who stoops to tie his shoe-string." The weak are pushed aside while the strong win fame and fortune. Not only so, but the rich of to-day may be the poor of to-morrow and the best capital one can possess is a thorough and comprehensive knowledge of business, and how it is transacted. This capital is permanent; it is always available. Thieves can not steal nor reverse of fortune impair or destroy it. It is the hidden force which impels through all currents and over all obstacles. Thousands are to-day out of employment because they have qualified themselves for nothing beyond unskilled manual labor. In the great business centers of the country the majority of those whose active minds and busy hands direct and control the complex network of systems necessitated by our immense commercial interests, are those who possess a business education only. The demand of the day is practical knowledge suited to the every-day affairs of life. The mission of the PORTLAND BUSINESS COLLEGE is to impart such an education, and this it can do in the case of every earnest and willing student, affording opportunity for the investment of a small amount of money and a short space of time that will produce returns many fold greater than could be realized from any other investment.

ATTEND THE BEST.

Persons who attend a business college usually complete the studies there taken up in a single season, so far as school-room work is concerned, while to finish a course at any other character of school requires several years. For this reason those who contemplate attending a commercial school should be especially careful to select the best within reach. In our efforts to maintain the leading school of its kind in the Northwest, we have paid out some thousands of dollars for books, furniture, fixtures and general educational aids and appliances, and now confidently believe that we have the most perfectly equipped school for the work in hand to be found on the Pacific Coast. The public are cordially invited to visit our school at any time and examine into its merits. If this is not convenient, we invite inquiry from, or correspondence with, any of our former students, in order to learn of our reputation from those who speak from experience and are therefore competent to judge. To any who think of entering a school of this kind we deem necessary an investigation before deciding where to attend. For our part we desire this, and do not want the patronage of such as are not perfectly satisfied, before deciding to attend, with everything pertaining to our school. But we are quite sure that if the PORTLAND BUSINESS COLLEGE does not offer advantages sufficient to secure the attendance of those who desire a thorough, practical business education, it is useless to attempt to find such an institution anywhere.

PENMANSHIP DEPARTMENT.

WHAT this institution claims in relation to this department is sustained by facts as they actually exist. And when it is asserted that no other school on the Pacific Coast offers advantages in all branches of penmanship equal to those of the PORTLAND BUSINESS COLLEGE, the statement is not in any manner exaggerated. Professor Wesco enjoys the enviable reputation of being one of the few first-class penmen in the United States, who is a successful teacher of the art in all its departments. His work has received first premiums wherever exhibited, and is pronounced by competent judges to be as fine as can be produced from the use of pen and ink. All his work is artistic and graceful, and the remarkable rapidity with which it is executed attests a degree of skill that but few persons attain.

The special aim of Professor Wesco is to make of each student a first-class business writer, and this he can do in every case where the student has the free use of a willing hand and arm. We deny that some are naturally destined to become good penmen while others are not. Students never fail to succeed if fortunate enough to have a teacher who instructs with that rare tact which appeals to the understanding of those whom he teaches, and who can practically and clearly illustrate, by executing perfectly, all that he attempts to teach. There are some who believe that business writing cannot be taught. We are not of the number, and are so firm in the belief that it *can* be taught that we will *guarantee* a superior business handwriting to each and every student who will take instruction in this school for a period of four months. Some can become expert writers in much less time, but we desire proper margin in our claim. Some of the best business writers in Portland to-day are graduates of this school.

THE BEST TIME TO BEGIN.

We receive many inquiries during the year from persons who desire to know the best time to attend our school. As stated elsewhere in this catalogue, we have neither term beginnings nor term endings, but admit students on any business day of the year; and as the course of studies is the same at all times, there is therefore no particular season of the year that is better than another in which to attend our school.

Definitely stated, the best time to begin is whenever an opportunity offers, be it the first, middle or last of a month in spring, summer, autumn or winter; and a great sacrifice of other interests should be made, if necessary, to secure an education that will prove highly beneficial for a lifetime. If an opportunity for attending the school presents itself at any time it should be improved. A second chance may never occur. None should put off till next year what may be done in this toward obtaining an education. The result is apt to be final disappointment. For at best the school-days of most persons are but few, and those quickly pass. Hence, those who ever expect to attend a school of this kind should make a beginning at the first opportunity, and should strive to create an opportunity at an early date.

PORTLAND, OR., June 7, 1888.

Mr. G. K. Branton,
Sacramento, Cal.

Dear Sir: We are pleased to learn that you have decided to take a course at this school. You will never regret the step. The superior instruction given here will more than compensate you for the expense necessary to reach Portland.

Respectfully yours,
Armstrong & Wesco.

HOW TO FIND THE COLLEGE.

STUDENTS coming from a distance, who may anticipate trouble in finding the location of the College on account of not being acquainted in Portland, will do well first to go to the St. Charles or to the Esmond hotel, from either of which the College is but two blocks distant. Hacks from these hotels will be found in waiting at the depot or landing on the arrival of each train or boat, to carry guests to their respective houses free of charge. After reaching the hotel such directions can be obtained from the landlord as will enable anyone to find the College without difficulty.

The College rooms are on the third floor of the brick building on the northeast corner of Yamhill and Second streets. Their location is indicated by two large gilt-letter signs, "PORTLAND BUSINESS COLLEGE," placed above the third-story windows, one on Yamhill street, the other on Second.

REPORTS.

A daily record of the attendance of each student is kept, and parents or guardians who wish can have reports sent them twice each month. These reports give full information pertaining to the attendance, punctuality, deportment, neatness in work and application to study of the student.

PEN WORK.

There is connected with the College a department for filling all orders for pen work. Resolutions, testimonials and memorials engrossed, names and dates inserted in marriage certificates, family records and diplomas, in any style of plain or ornamental lettering, display cards for show-cases and windows, designs for newspaper and letter-heads, advertising cuts, etc., furnished on short notice at reasonable rates.

Visiting and wedding cards written to equal steel or copper-plate engraving. Orders by mail will receive prompt attention. We do everything in the line of pen work, from writing a visiting card, addressing an envelope, copying a letter, or executing an elaborate specimen for framing, to drawing a portrait, and guarantee satisfaction in every instance.

For further particulars in regard to pen work, persons interested will please call at the College.

CONSULTING ACCOUNTANT.

The Principal offers his services to the public as consulting accountant on all matters pertaining to opening or closing a set of books, or to the style of bookkeeping best adapted to any particular line of business. Those in need of his services can apply to him either in person or by letter. Prompt and careful attention will be given to all applicants, and satisfaction guaranteed.

GOING AWAY FROM HOME.

BOYS and girls should become accustomed when young to being away from home, and should be taught to look after their own interests by having proper responsibilities imposed upon them. Some parents make the serious mistake of keeping their sons and daughters at home, kindly relieving them of all care, as they no doubt believe, until they are full grown men and women. It is most unfortunate that such parents do not realize the harm done in thus unconsciously educating their children into helpless dependence. We do not advocate placing young people entirely upon their own resources before they have reached an age when all persons are supposed to be able to care for themselves. But we do believe that all parents should teach their children self-reliance by requiring them, early in life, to act for themselves to a certain extent. And a better opportunity for imparting these valuable lessons can not be found than is afforded by sending young men or women away from home to attend school. There they must think and act for themselves in a measure, but they have the care and advice of teachers, who, for their own reputations, if for no other reasons, are interested in the good behavior and correct deportment of all students, as well as in their success in accomplishing whatever is undertaken. In a school where each student is required to assume the management of important trusts and is individually responsible for the success of the undertaking, much information pertaining to the customs and requirements of practical life, with independence in thought and action, is gained in youth, that would otherwise be acquired in the tedious and expensive school of experience—knowledge that all men and women whose career in life is successful must possess. With the safeguard for the welfare of their children that the oversight of a reliable institution of learning affords, all parents should make an effort to instill into the minds of their sons and daughters, while young, feelings of self-reliance and independence by trusting them away from home for a time, in the care of responsible teachers. Then, in after life, when they must rely wholly on themselves, they will possess the qualities and qualifications necessary to become successful men and women.

WHAT WE CAN ACCOMPLISH.

Those who can spare their sons for a few months only in which to acquire an education, or young and middle-aged men who wish to educate themselves, will do well to examine our course of studies and consider our plans and methods of work before deciding to enter any school. We are not opposed to higher education, but we confidently believe that, with our practical course, and our special preparation for teaching, we can do more in a given period for a young man who is about to quit the school-room and engage in the active duties of life for himself, or for anyone seeking a useful business education, than can be accomplished in any other school in the land in twice the time.

ARITHMETIC.

A THOROUGH knowledge of arithmetic is of first importance to anyone seeking a business education. To undertake the study of bookkeeping or of business forms, papers and records, previous to the study of arithmetic, or not in connection with it, is a waste of time. One of the principal elements in successful accountantship is speed and accuracy in calculations. However proficient one may become in all other branches comprising a practical education, such attainment will be of little value unless accompanied by a perfect understanding of so much of arithmetic as must be applied to the ready and rapid solution of all problems arising in the routine of ordinary business.

We insist on proficiency in arithmetic. In its study students are not confined to any particular text-book, neither are they required to commit definitions and rules to memory. This plan has long since been discarded by most business colleges and ought to be forever abandoned by all other schools. A correct solution of any problem, with an intelligible and logical explanation of the steps taken, is all that we require of anyone; and we much prefer to have a student analyze and solve any and all problems without consulting the rules of the author, thus developing his own reasoning faculties, than to have him go through twice the amount of work by a mechanical process, following the printed directions of the book, without understanding the why or the wherefore of anything. An explanation in one's own language, if straight-forward and concise, is much better than to memorize the analysis contained in the best book extant. As stated elsewhere in our catalogue, we make arithmetic a specialty, and have so arranged that a student may pursue his studies privately, hence young and middle-aged persons who have not had the advantages of early schooling need not hesitate to enter our school through fear of being placed in class with children.

SPECIMENS OF PENMANSHIP.

We are always willing to send specimens of penmanship, free of cost, when they are wanted by a prospective student to judge of the merits of our school in this department. Persons asking for specimens simply to add to their private collection of pen work should be willing to pay for them.

Should we undertake to send specimens of penmanship to all who write for them, our penman would have little time for other work.

For one dollar we will send to any address specimens of plain writing, card writing and flourishing, and will so grade and arrange the specimens of plain writing, which will contain all the capital letters, that they can be used as copies for practice. A person ordering can have his own or any other name written on the cards. Money should be sent by postal note or registered letter.

GRADUATES OF OTHER SCHOOLS.

STUDENTS of colleges and universities in which instruction is not given in many branches taught in schools of this character, will be greatly benefited by completing the full course of some good business college after graduating from a literary school.

The PORTLAND BUSINESS COLLEGE offers peculiar advantages to students of this class in the thorough and efficient manner in which the special business training is conducted, and has always been well patronized by graduates from high schools, academies, literary colleges and universities. Its course of studies and its graduates are daily standing the test of actual application in all departments of trade and commerce, which is ample proof that all who desire it may here obtain a thorough business education.

AGE OF STUDENTS.

We admit students of all ages and both sexes and of any degree of advancement. There is no examination in any branch on entering, the only conditions of admission being good moral character and a desire to learn. There are in our school at nearly all times students of both sexes from 15 years of age to 40. Married men and women are among our most earnest workers. We usually have several of each in attendance at all seasons. Twice within the past five years, father and two sons, once father, son and daughter, once mother and daughter, and once husband and wife, have attended together.

ESSENTIALS OF AN ACCOUNTANT.

A neat, plain, rapid handwriting, entirely free from flourish.

Accuracy and speed in arithmetic, especially in addition and multiplication. The ability to add long columns of figures correctly and quickly is one of the best claims that can be presented when seeking a position. This wanting, other qualifications are valueless in accountantship.

A thorough knowledge of the theory and practice of bookkeeping, and of the manner in which books are kept in the leading business establishments of the country. Without this, no one can be entrusted with the care and management of the business and finances of another.

The ability to make brief written statements of all transactions, and to write such letters as may be required in the routine of any business.

The ability to write correctly all the business forms and papers in common use.

All the above qualifications we will guarantee to those who complete our Business Course. If to these are added keenness of observation, quickness of perception, application to business, correct habits, freedom from improper associations and a disposition to use every honorable means to advance one's own or an employer's interest, success is assured to all beyond question, whether acting in the capacity of proprietor or employee.

Shorthand
J. A. WESCO, PENMAN

GENERAL INFORMATION

—REGARDING THE—

SHORTHAND DEPARTMENT.

THIS age demands a method of writing that can keep pace with the most rapid thought and fluent speech. This demand is met by shorthand writing. Business and professional men avail themselves of its benefits by employing persons capable of writing in shorthand 150 or more words per minute, to be afterwards transcribed in longhand or on the typewriter. Hence it is that we find shorthand writers in the courts, in business houses, the offices of corporations, law firms newspapers, banks and other places where an extensive correspondence must be carried on or verbatim reporting done.

Shorthand is easily learned, being a system of writing according to sound, rejecting silent letters or ambiguous signs. The characters used are few and much more easily and rapidly formed than those of ordinary writing. A knowledge of shorthand conveys to every person who learns it some advantage peculiarly adapted to his or her profession or occupation. The demand for it is increasing and will continue to increase for some years to come.

Course of Studies.—The regular course of studies in this department includes instruction in shorthand, typewriting, penmanship, correspondence, manifolding, letter copying, business forms, legal forms and all branches taught in the Common School Department. To the

General Student—Shorthand is an aid in all other studies enabling one to take full notes of all lectures, sermons, etc., for reference.

The Law Student—Will find it of service in his study and in his professional work.

The Bookkeeper—Who has general office work to do and who desires to make his services indispensable to his employer, can do so by becoming proficient in shorthand. This will enable him to make full record of all directions received, forestalling all errors, thus opening the way to rapid promotion and permanent employment.

The Reporter—Is enabled to make extended notes of all items, or to take the exact words of any speaker.

To All—It affords benefits too numerous for separate mention, in correspondence, in literary composition, in keeping a diary, in bookkeeping, in making memoranda, in sketching lectures or sermons and in making abstracts or quotations from books read. For all purposes for which writing is valuable, it requires but a tithe of the time, labor and space used in longhand.

The System Taught.—There are several good systems of shorthand now before the public. The best of them all, however, because of ease and swiftness of execution, and legibility, we believe to be the Benn. Pitman, which is the system taught in this school.

Method of Instruction.—Our method of teaching combines individual and class instruction from blackboard illustrations and exercises, and practice with pencil and pen from dictation. The ability to read shorthand readily is as necessary as skill in writing and receives attention accordingly. In this, as in other departments of the College, thorough work is insisted on and no student is permitted to take up a new lesson until proficient in those already assigned. Each principle introduced is fully explained and all students are carried forward as rapidly as the work can be mastered. Students are taught to use shorthand here as will be required of them in business, hence those who complete our course and take positions, will find nothing there to confuse or bewilder.

Time Required.—Until recently it was generally believed that only an individual peculiarly gifted could learn shorthand, and that after a period of study extending over several years. People are becoming wiser every day, however, and such belief is now known to be erroneous.

As to the rate of speed required for verbatim reporting, authorities differ; but for office work 125 to 150 words per minute is generally regarded as ample.

Our experience of the past year has proven beyond doubt that a student possessed of a good common school education, and who is willing to bestow on the subject tireless, faithful and conscientious study, following our directions implicitly, can acquire a speed of 100 to 125 words per minute in three months' time.

We are not unmindful of the fact that this claim is unusual; but we are prepared to substantiate it at any time, and court an investigation. The system we use is the Benn. Pitman, but our method of instruction is unlike that of any other teacher in the Northwest. It is protected by copyright, and instruction by this method cannot be had elsewhere in this State than at the PORTLAND BUSINESS COLLEGE.

Typewriting.—Skill in the use of the typewriter is a necessary adjunct of shorthand. All students in this department of our College are instructed how to use the typewriter to the best advantage in the manipulation of the keys so as to save time; also in the management and care of the machine. With such instruction as we give, no student need fail to become a rapid and accurate operator.

Situations.—We do not promise situations. Corporations and business men frequently apply to us for such help, when we take pleasure in recommending some student whom we may deem properly qualified for the work to be done. It is our belief that those who qualify themselves thoroughly can, with the aid which we are able and willing to render, secure desirable positions without difficulty.

Advantages of this School.—The special advantages offered in our Shorthand and Typewriting Department to those who desire to become stenographers are numerous. One great advantage is that all students of this school have the constant attention of an experienced and successful teacher, whose energies are devoted to instruction in *one* system of shorthand, instead of being divided among half a dozen. It must be evident to all that a teacher who instructs

in several different systems of shorthand each day, can not do justice to *any system* or to *any student*. Again, all students in the Shorthand Department are entitled to instruction in penmanship, correspondence, business and legal forms and common school branches without extra cost.

Furthermore, actual work in the College office is made a part of the course. Students in this way become familiar with the duties which will be required of them when they take positions.

Finally, the number of teachers employed in this school makes it possible to divide and classify the work so that each one instructs in a few branches only, producing better results than can be done where one teacher must handle several different subjects.

Rates of Tuition.—Complete course in this department alone, $40.00; to students of the Business Course, $25.00.

Further Information.—We aim to give full particulars about everything pertaining to our school in this catalogue. But no one should fail to write for additional information on any point not fully understood.

COURSE IN BANKING.

We offer as a part of our regular work a complete course in banking, valuable to all students from the fact of its giving a knowledge of many business forms and papers used in the world of commerce that could not be acquired in any other way. Individual, personal contact and consequent familiarity on the part of each student in the Business Course, whether studying banking or not, with the different papers used in banks, affords an understanding of the methods of transacting business by such means that can not be too highly prized. The various books and forms, and the routine of work adopted in this department of our school, are the same in all respects as used by the First National Bank of this city, and are therefore eminently practical. Such work is rarely undertaken in schools, but we believe the advantages of such a system of training will be fully appreciated.

The bank receives deposits, pays checks, makes collections, discounts notes and acceptances, and transacts a general banking business, the same as is done by such institutions in large commercial centers. The student first takes charge of the deposit books, then the collection and discount books, after this the general books, and finally assumes the positions of teller and cashier. The books must balance each day, and as an extensive business is conducted at the bank, great care is neces ary to insure correct results.

The knowledge of general business that each student must gain by coming in daily contact with the College Bank is alone worth the cost of our scholarship; but this is a part of the regular Business Course and is given to all who wish to take up the study of banking without further payment of tuition.

Nine out of every ten successful men in the country to-day, whether in trade or the professions, are men of marked business qualifications.

GENERAL INFORMATION

—REGARDING THE—

COMMON SCHOOL DEPARTMENT

THIS department of our school, like the others, is in session day and evening. It is in charge of an experienced male teacher whose entire time is devoted to it. Students of all ages and both sexes are admitted at any time.

Branches Taught.—Instruction is given in the various branches taught in the public schools of the State—reading, writing, spelling, arithmetic, grammar, history, correspondence, physiology, geography, philosophy, composition, etc., etc.

Methods of Instruction.—There are at all times classes in the different branches taught which recite daily. Besides these, each student receives such individual attention and instruction as may be necessary to insure the most rapid progress in all studies pursued.

Text Books.—The text books adopted are, in the main, the same as those used in the public schools of the State.

Rates of Tuition.—Tuition in the Common School Department is free to students of the Business Department and of the Shorthand and Typewriting Department. To others, one month, $10.00; two months, $15.00; three months, $20.00; six months, $30.00. Should any student of the Common School Department desire to take up the Business Course before, or immediately after, completing the work of this department, one-half the tuition already paid will be applied on a scholarship for the Business Course.

Special Advantages.—Those who prefer a school where students are not hampered in their work by cumbersome machinery, will do well to examine into the merits of this institution. Each member of the department is carried forward as rapidly as the work can be mastered, stress being placed on studies requiring it. Again, students are not required to pursue any certain number of studies, being allowed to select those best suited to their needs.

Further Information.—We aim to give full particulars about everything pertaining to our school in this catalogue. But no one should fail to write for additional information on any point not fully understood.

FORMER STUDENTS.

We feel under obligations to former students for their many acts of kindness to us since leaving school. We have on file scores of letters from former students now holding paying positions or established in business for themselves, kindly awarding to this school the credit of giving them their first start in business life. We hope to merit a continuance of these expressions of goodwill by maintaining such an institution as shall continue to be a recommendation to those who attend it.

We do not desire to forget or be forgotten by any of our former patrons. All are invited to visit the College as often as is convenient and mark its yearly improvements and growing prosperity.

Writing FOR Business

purposes should be medium in size with-
out ornamentation, slightly shaded if at
all and executed with a free, easy move-
ment Such is the specimen here given
which may be used as a copy for practice

GIVE THE GIRLS A CHANCE.

IT is a well known fact that women are not given the same chance to earn a livelihood as men, and that they do not receive for the same work the same amount of pay. This is unfortunate; but the trouble lies, in a great measure, in the fact that girls are not taught, as boys are, that they must rely upon their own exertions for support and the comforts of life, and do not properly prepare themselves for a successful competition with men in the different pursuits of business life. Parents oftentimes unconsciously instill into the minds of their daughters the strongest principles of dependence, and at the same time everything possible is done to teach their sons self-reliance and manly independence. This distinction is wrong; girls should have the same chance that boys have. Teach them self-reliance. Give them a useful education, by which they may be able to support themselves, even if they are never compelled to put it in practice. When women do not succeed in business as well as men, it is because their early training has not fitted them for such work.

The tendency of the age is to remove all disabilities which have hitherto prevented woman from competing with man in the professions, as well as in the industrial and business world; and a girl should be educated in accordance with this spirit and taught that it is on herself that she should rely on reaching that age at which boys "strike out" into the world for themselves, and not look to another for support. When the son receives a business education, let the daughter be as well provided for. Then, should misfortune deprive her of support, she will be able, by her own exertions, honorably and comfortably to provide for herself.

A young lady, after passing through our course of busines training, has an advantage over most of her sex, for she acquires that knowledge of bookkeeping and accounts, and of the forms and principles of business transactions, which will qualify her for some of the lucrative situations hitherto monopolized by the other sex. There is no branch in any department of the College which a lady may not readily learn, if she will bestow the time and attention that should be given to any undertaking. We at all times have young ladies in attendance, and they uniformly pronounce the work both pleasant and interesting.

To acquire a business education is wisdom on the part of any lady and is a judicious investment of time and money. Hence we say give the girls a chance, and they will show that they have capabilities for usefulness equal to those of their brothers.

BUSINESS LETTER WRITING.

The great amount of business annually conducted through the mails renders it important that all persons should be able to write a business letter properly, expressing themselves in concise and unmistakable language. A brief, pointed, appropriate and well composed letter, neatly written, attracts attention and creates a favorable

impression of the writer. To say just what is meant, in unequivocal terms, without leaving room for misapprehension, is the object of business correspondence. The ability to do this is the result of proper instruction and practice, and can be acquired in a comparatively short time. One who understands the use of capitals, the rules of punctuation, the correct mechanical arrangement of a letter, the customary expressions used in ordering goods, sending and acknowledging remittances, calling attention to errors, unsettled accounts, etc, and who can spell correctly and fold and address a letter properly, will be able to acquit himself creditably as a business correspondent in any position.

This necessary element of a practical education is one of our specialties. Instruction is given in the use of capitals, punctuation, wording, folding, addressing, etc. Students are required to study and practice letter writing during the entire time of their attendance, and to submit each letter written to the teacher in charge for such corrections and suggestions as are needed. The frequent talks upon this subject, the lessons given and the many letters that must be written by each student, all under the immediate supervision of competent teachers, are sufficient to make of any willing student a ready and fluent correspondent.

OUR CLAIMS FOR PREFERENCE.

The PORTLAND BUSINESS COLLEGE has been conducted under the present management for eight years. In this time it has grown from a school occupying one room 20 by 30 feet, in which the present principal was for some months the only teacher, to an institution requiring for the accommodation of its students, six rooms averaging nearly 40 by 50 feet in size, and employing seven teachers. To the thorough work done, the faithful attention on the part of the different teachers, the liberal expenditure of money in proper equipments and the steadfast friendship of business and professional men in this city and the Pacific Northwest, is this result attributable. The school has sought patronage from the first on claims of superior merit, to which it shall steadily adhere. Our teachers are men and women of experience in their respective departments, and of established reputations. The manager believes that those who desire to obtain a practical education are willing to pay reasonably for good instruction. He also believes that it is better to master a few studies than to acquire a smattering of many. For these reasons it is more than likely that no reduction in tuition, with a corresponding decrease in the character of work done, will ever be made; nor will the privilege of pursuing an unlimited number of branches for a few months at nominal cost be offered as an inducement to secure patronage.

The steady growth of the school, its high standing generally and its increasing popularity encourage the manager to constant effort to improve each department; and ample evidence of the appreciation of the character of the school is found in the fact that in the past year the attendance was larger than that of all other commercial and business colleges and departments of the Northwest combined.

VALUE OF TIME.

WE are learning more and more each year to believe that young men often place too high an estimate on the value of their time. When one has not education sufficient to meet the requirements of the vocation which he is apt to follow for a livelihood, his time is not too valuable to spend in school. Yet this is what many young men believe. They are fully aware of their lack of knowledge but can not afford to forego earning a small sum of money each month to attend school. Such is their mistaken but honest belief. The premises taken by them are wrong and their conclusions of course incorrect. As an employe, a young man with muscle only to offer soon reaches the top round in the ladder of promotion. If educated, promotions succeed each other till he becomes an employer. Let two young men of the same age and of equal ability enter upon the work of a given time, say two years. Let one spend six months or a year in school, the balance as an employe. Let the other devote the whole time to work. If dollars be made the standard by which to measure success, it is more than probable that the first named will have earned more money at the end of the period mentioned than the second, besides having acquired an education that fits him for business of any kind. His knowledge has enabled him to undertake and perform services that would have been impossible otherwise. Besides, he is now in the line of promotion and has only to prove himself worthy to be advanced step by step as vacancies occur till he declines to continue an employe and becomes a proprietor. To make this illustration complete it only remains to be said that the supposed case has been a reality hundreds of times, and will be thousands of times yet to come.

JUDGE THE TREE BY ITS FRUITS.

By general concession or courtesy on the part of other institutions business colleges are charged with special departments of education, and by their fidelity to these should they be judged. As a class they have not escaped criticism, and like all other classes, they have deserved it more or less according to the individual circumstances. There is no more sense or reason in making a dozen institutions responsible for the faults of one, or in making one responsible for the dozen, than there would be to confuse all ideas of moral responsibility by burning a town down because one of its citizens deserves hanging. There are always base imitations of a good thing, and the counterfeits are in themselves a wholesome endorsement of the virtue of the genuine article. There must be some virtue in and some need of a business education, or so many people, good, bad and indifferent, could not thrive by aiming to supply it. Because one happens to see a counterfeit greenback in somebody else's hands he should not be so foolish as to forswear greenbacks altogether; and because there are mountebanks and swindlers who grow rich by peddling a very poor article of education, it does not follow that all who are in the educational field are of that class. The tree should be judged by its fruits; no other judgment will stand.—*S. S. Packard*

ORNAMENTAL PENMANSHIP.

PROFESSIONAL penmen find in ornamental penmanship a field for profitable work. There is at all times a demand for card writing, flourishing, artistic lettering and pen drawing, and it is not uncommon for an artist penman to introduce all these features or departments of penmanship into a single piece of work where variety may be required to make proper display. In such cases ornamental penmanship is both proper and necessary. Without its use satisfaction could not be given. But the ornamental as applied to penmanship should end here. No occasion can arise under which it is admissable in business. And no class of persons realize this more completely than thoroughly competent teachers of penmanship, who recognize fully the distinct line to be drawn between practical and professional writing.

An excellent indication of an incompetent teacher of business writing is the unfortunate combination of the plain and the ornamental sometimes seen. The ability to execute ornamental work does not imply its necessity. Professional penmen of standing are loudest of all in descrying the evil consequences of instructing students who are preparing themselves for a business life in useless ornamental writing.

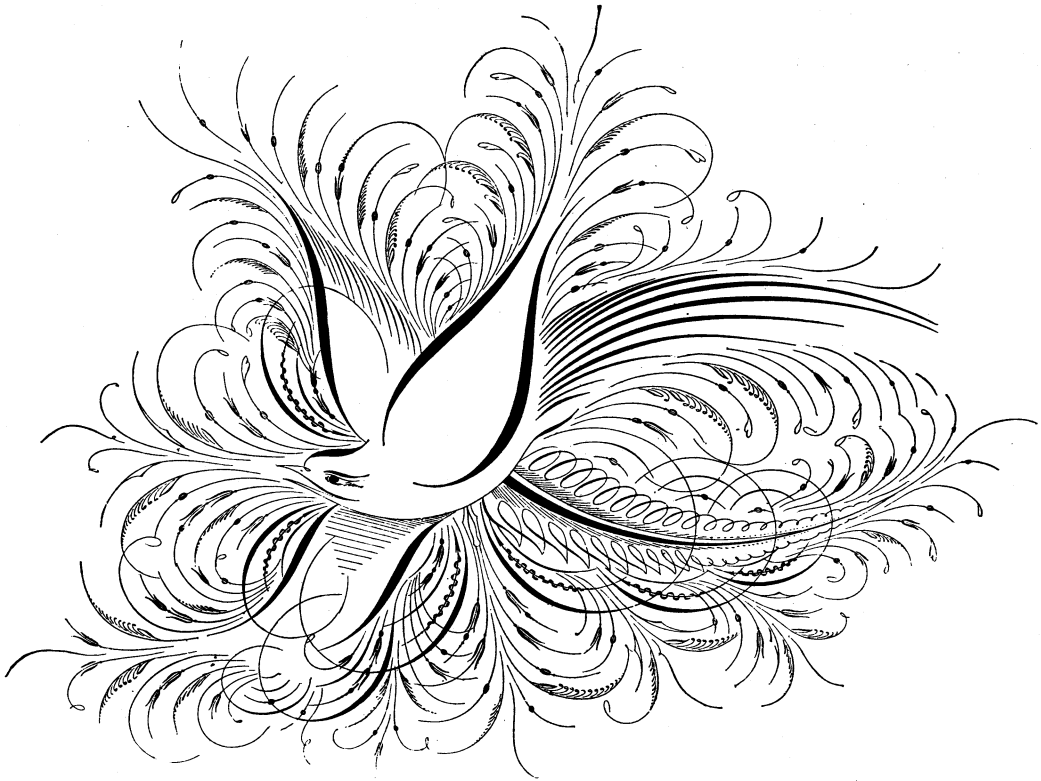
For business purposes nothing but plain writing should be used, and the plainer it is the better. It is sometimes a difficult matter, however, to convince young people that business writing cannot be too completely shorn of ornamentation of every description. They are all too apt to believe that a heavy shade here and a double twirl there gives writing a showy, flashy appearance. In this they may be correct, but the requirements of business have little need of either flashly writing or flashy writers.

Let those who seek preference in a capacity where much writing must be done devote all their efforts and energies to the mastery of a plain, practical hand, and they are not apt to have occasion to regret the step.

THE PROFESSIONS.

There is really no profession that pays a young man or woman as well as that of business. The professions of law and medicine require years of special and laborious study and long years of patient waiting before a living can be made; whereas a special education for *business* can be had in a few months, with almost a certainty of a living at its completion.

The PORTLAND BUSINESS COLLEGE is equalled by few other schools in the facilities it offers students for acquiring a thorough business education in the shortest time. Its distinguishing features are well-matured and thoroughly practical courses of study; direct and logical methods of investigation; systematic divisions and economical use of time; competent supervision and instruction by trained and able teachers, who know the actual requirements of business.



NAMES OF STUDENTS

In attendance from August, 1887, to August, 1888.

Adams, A. S ..... Portland.
Alderman, H. H. ..... LaFayette.
Allen, I. M ..... Boyd.
Allen, S. G. ..... Portland.
Allison, Minnie M. ..... Astoria.
Ames, S. L. ..... Ellensburg, W. T.
Anderson, Charles F ..... Portland.
Anderson, Oscar ..... Portland.
Anderson, Oscar A ..... Portland.
Armstrong, Eugene R. ..... Jacksonville.
Bain, Dixie ..... Portland.
Ball, J. R. ..... Idaho.
Balleau, May ..... Oregon City.
Bamford, Geo. C. ..... Mt. Tabor.
Barker, J. F ..... Portland.
Barrett, J. F ..... Portland.
Baumann, Anna ..... Cedar Mills.
Baumann, A. E. ..... East Portland.
Bean, W. S. ..... Drain.
Beck, Edward ..... Aurora.
Becker, Leonard, Jr. ..... Portland.
Beckley, James H. ..... Elkton.
Beebe, Blanche ..... Portland.
Bell, Geo. W. ..... Olympia, W. T.
Bell, R. B ..... Astoria.
Bell, Wm ..... Astoria.
Belshaw, Edith C. ..... Canyon City.
Belshaw, E. L. ..... Canyon City.
Belshaw, Hattie M. ..... Canyon City.
Belshaw, W. G. ..... Canyon City.
Beno, John F. ..... East Portland.
Bevis, Mattie M. ..... Kalama, W. T.
Bilger, Charles S. ..... East Portland.
Bilger, Herman C. ..... East Portland.
Bilger John A ..... East Portland.
Black, Wm. E ..... Dayville.
Bloomer, Mary ..... East Portland.
Blough, Anna ..... Portland.
Bohle, John C ..... Portland.
Bowen, John B ..... Portland.
Boyd, E. E. ..... Portland.
Brady, P. J. ..... East Portland.
Bullivant, E. H ..... Portland.
Burckhardt, Otto F ..... Portland.
Bradbury, Sue ..... Portland.
Brauer, August. ..... Portland.
Breyer, Richard ..... Portland.
Bronson, Lulu ..... Portland.
Brooke, Robert ..... Portland.
Brown, Della F ..... Portland.
Bryant, C. M. ..... Walla Walla, W. T.
Budgett, S. P ..... Corvallis.

IN OUR

Special Penmanship Department

UNDER THE PERSONAL SUPERVISION OF

J. Hesco.

INSTRUCTION IS GIVEN IN PLAIN AND

Ornamental WRITING Card WRITING Flourishing,

Lettering, Designing, Engrossing.

DESIGNING, ETC.

Rates of tuition on application.

Portland Business College,

Portland, Oregon.

J. A. Wesco,
Secretary.

A. P. Armstrong,
Principal.